



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WILLIAM P. WOOD, California Corporation Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: April 6, 2004

**“DUE TO THE CURRENT HIRING FREEZE, THIS JOB OPPORTUNITY IS ONLY AVAILABLE
TO DOC EMPLOYEES OR EMPLOYEES WITH SURPLUS OR SROA STATUS”**

CLASSIFICATION: **ACCOUNT CLERK II**
1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE: **UNTIL FILLED**

SALARY: \$2209 - \$2687 per month

POSITION LOCATION: Office of Management & Budget, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direction and supervision of the Sr. Accounting Officer (Supervisor), this position is responsible for performing the following duties: Assist Cashier's desk, ensuring the security and daily deposit of all monies received; date stamp and receipt monies received from various sources in compliance with standard approved operating procedures; print claims schedules and remittance advices; process and distribute refunds, revolving fund and general cash checks; provide receptionist and support duties for the Accounting Office as well as provide assistance for the Office of Management and Budget and Executive Offices; process incoming and outgoing mail for the Accounting Office; answer phone; order supplies and mail invoices; maintain staff attendance records; maintain the Transit Pass Program for the Sacramento employees; maintain and monitor the department's various accounting files (RA's, claim schedules, invoices, receipts, etc.); organize files and archiving of prior years accounting documents, including establishing and maintaining logs.

DESIRABLE QUALIFICATIONS

- ◆ Ability to work independently with general supervision.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Dependable with good attendance record.
- ◆ Willingness to work overtime.
- ◆ Ability to shift priorities and meet deadlines.
- ◆ Good communication skills.
- ◆ Familiarity with PC (Excel, Word, CalStars)

WHO MAY APPLY—DOC EMPLOYEES OR EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. **APPOINTMENT IS SUBJECT TO SROA AND FREEZE EXEMPTION PROCEDURES.** For further technical information regarding the position, please contact Suzette Patton at (916) 327-7658 or CALNET 8-467-6624. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#03-OMB0021** under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#03-OMB0021)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA#03-OMB0021 ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.